

OGC Has Reviewed

Approved For Release 2001/08/31 : CIA-RDP78-05941A000100030079-4

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 10 February 1967

1. Recruitment of Accountants: Our recruiters have been making a concerted effort to keep a sufficient number of accountant applicants in the pipeline. As of this date, the recruitment picture in regard to accountant applicants has improved appreciably and we now have 28 in process in grades GS-5 through GS-11.
2. Recruitment of Spanish-Speaking Secretaries: At the request of Chief, WH Division, the Deputy Chief, Recruitment Division briefed two WH Operations Officers who are departing on 19 February to recruit Spanish-speaking secretaries in Dallas, San Antonio, Houston, Phoenix, Los Angeles, and San Diego. We will support their activities with newspaper advertising and in arranging interviewing facilities in State Employment Service offices.
3. Employment by Contract of Retired Military Officer to Serve in Senior Staff Position: The General Counsel was recently asked to review the proposed contractual employment of a retired military officer to fill a GS-17 position as Deputy Chief of an Area Division. An additional complicating factor was to designate the officer at the GS-17 level but to set his basic salary rate at a slightly lower level to offset in part his military retired pay attributable to his extended detail to the Agency. The Office of General Counsel has advised that the proposed actions would be incompatible with Agency policy and with the principles of the Dual

Compensation Act of 1964. Appropriate paragraphs of this memorandum are quoted below:

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"Our basic objection to this contract lies in using the Agency's authority to hire an individual on a contract basis for a staff position. [REDACTED] sets out in some detail the situations in which the Agency may engage individuals by contract. None of the five criteria listed there appears to describe the need for creating the position of a DDP Deputy Division Chief. It could not be said that this position would be a short-term operational or support nature, that the services of well-qualified individuals are unavailable to fill the positions on a staff basis, that Colonel [REDACTED] is unqualified to meet staff employment standards, or that the services contemplated are supplementary to his primary interest or vocation.

"The Dual Compensation Act of 1964, PL 88-448, was intended to provide an equitable basis for Federal re-employment of retired military personnel. Thus, a formula was devised which allows the retired individual to retain only a portion of his retired military annuity so long as he is employed by the Federal Government. In addition, he may retain his entire civilian salary. Colonel [REDACTED]'s draft contract in effect requires adjustment of both his military retirement pay, as provided by statute, and his civilian salary. Obviously, the Agency has the authority to set his civilian pay scale at any level it desires and on any basis of computation. However, it is clear from the documents submitted by you that it is intended he serve in the capacity of a GS-17. The Agency has adopted the GS pay scale for its employees. He should, therefore, be paid at the same rate as other GS-17/1's. The Agency should take no interest in his retired pay which is, for Agency purposes, outside income and on which Congress has already legislated. The fact that he earned his military retirement while detailed to the Agency creates no injustice in that had he resigned from the military 17 years ago and taken a staff position with the Agency, he would be well on his way toward earning a substantial CIA or Civil Service retirement annuity. Moreover, should he enter the Agency at this point as a staff employee, he could retire at age 60 by transferring credit from the military to the Civil Service System and adding this to the 5 years' civilian service. However, he would receive no credit for military service over the past 10 years since it cannot be transferred and since, to make the transfer, he would be required to waive his entire military retirement benefits."

4. Current Summary of Cooperative Education and Summer Intern Programs:

<u>NPIC</u>	In Work Status	6
	In Study Status	5
	Cleared to Report	1 + 1 Summer Intern
	In Pipeline	6 + 5 Summer Interns
	Interviewed, Invited, and Interested (PMS's not yet received)	5 + 7 Summer Interns
<u>OCS</u>	In Work Status	1
	In Study Status	0
	In Pipeline	1
	Interviewed, Invited, and Interested (PMS's not yet received)	2
<u>COMSO</u>	In Work Status	7
	In Study Status	8
<u>CHINA STUDY INTERNS:</u> Given PMS's		1

5. Attendance on Tuesday, 7 February: On Tuesday, 7 February, this year's first "big snow" for us, 55 per cent of the employees of the Office of Personnel were on duty by 10 a.m. We do not know how this compares with the records of other offices, but believe that we made a good showing in view of the traffic conditions that morning.

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7. Inspection of Agency Naval Reserve Unit: The Agency Naval Reserve Unit received its annual training and administration inspection Monday night, 6 February 1967. Remarks made by members of the Naval Reserve Group inspection party at the completion of the inspection

indicated that they were well pleased with the administration and training of this unit.

8. Lenten Religious Services: Attendance at the religious services held on 8 February 1967 was as follows:

	<u>Number</u>	<u>Contribution</u>
Catholic	585	\$ 66.00
Protestant	250	50.25
TOTAL	835	\$116.25

9. Bloodmobile: On 7 February the Red Cross Bloodmobile was cancelled in Headquarters because of the snow storm. It has been rescheduled for 17 February 1967.

10. Suggestion Awards Committee: The Director approved awards of \$2,000 and \$1,000 for [REDACTED] both of NPIC, on 6 February 1967. These employees were responsible for development of the Data Block Reader.

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[REDACTED]
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for Emmett D. Echols
Director of Personnel

Distribution:

O & 2 - Addressee
1 - IG
X - D/Pers Subject
1 - D/Pers Chrono
OD/Pers [REDACTED] sac (13 Feb 67)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 February 1967

1. Professional and Technical Entrance On-Duty Rate: Twenty-seven new professional and technical personnel entered on duty today. Since 20 CTR's have already been scheduled to enter on duty 13 February, we expect the total number of professional EOD's will exceed more than 30 on that date.

2. Recruiters Advised Regarding Female Applicants: The Office of Central Reference and the Records Integration Division are currently over ceiling by approximately twenty plus personnel each. With an adequate number of applicants in the pipeline to offset attrition, we recently advised our recruiters to offer no Fiscal Year 1967 employment encouragement to June graduates who are female and who do not possess a strong background in a foreign language. Our recruiters report that many of the female interviewees when advised of their slim chances of being employed as research analysts, are both willing and anxious to apply, if qualified, for secretarial, typist, administrative or operations assistant openings.

3. NPIC Recruitment Action Group Disbanded: Now that the National Photographic Interpretation Center's ceiling has been fixed at [REDACTED] and with strength at approximately [REDACTED] the special three-man NPIC/ Recruitment Action Group established in September 1965 is being disbanded.

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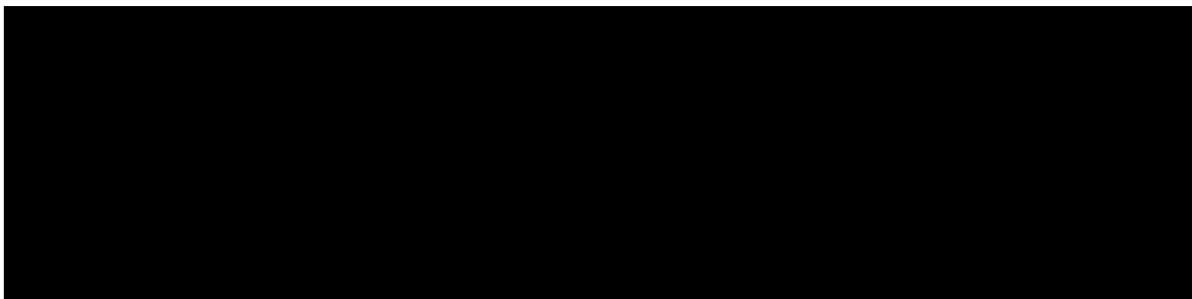
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Mr. [REDACTED] one of the three in the group, will remain at NPIC as overall coordinator of specialized NPIC recruitment. Another member,

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Mr. [REDACTED] has been transferred to the shorthanded "Skills Bank"

of the Placement Division. The last member, Mr. [REDACTED] has been 25X1A
assigned to clerical recruiting, primarily in North Carolina and Tennessee,
until he goes on extended LWOP in early March.




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5. Annual Leave Forfeited by Office of Personnel Employees: Seventy-seven employees in the Office of Personnel forfeited 3,019 hours of annual leave at the close of the 1966 leave year. This represents 377 man-days. There were 14 persons who forfeited more than 80 hours (two weeks), including eight employees who forfeited more than 100 hours of annual leave. While recognizing that there may have been some instances in which failure to take annual leave was the personal choice of the individual, the aggregate picture indicates a willingness on the part of a substantial number of employees to forego leave to meet the workload requirements of their positions.

6. Barbershop: Attached is a chart comparing the number of haircuts for Calendar Year 1966 with the number for Calendar Year 1965. The chart indicates that for all but one month during 1966, namely, August, the number of haircuts (adjusted for 21 work days per month) ranged from 2,000 to slightly more than 2,200. Inasmuch as the barbershop appears to be operating at maximum capacity, we do not expect much increase in 1967

above 2,200. If the need should arise in the future, an additional barber can be added to the staff. To date, however, the barbershop manager has not felt that the demand warrants an additional barber.

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Emmett D. Echols
Director of Personnel

Att.

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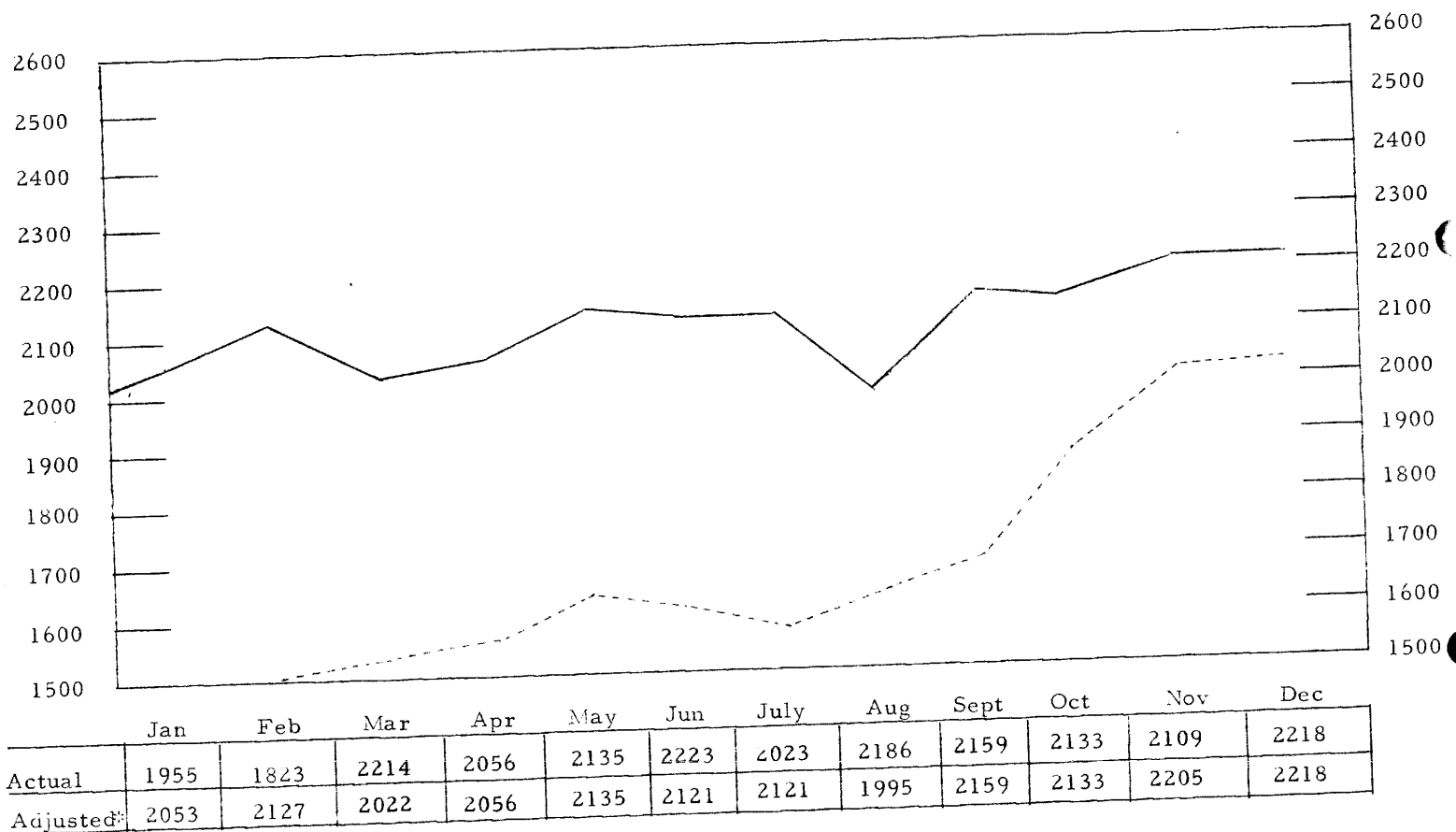
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OD/Pers/  sac (6 Feb 67)

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NUMBER OF HAIRCUTS PER MONTH

FOR CALENDAR YEAR 1966



*Figures adjusted for 21 workdays per month.

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